



SOUTH TOWNE EXPOSITION CENTER
PROMOTER/EXHIBITOR/VENDOR LICENSE AND PERMIT APPLICATION

Sandy City Business License Department
10000 Centennial Parkway, Suite 210
Sandy, UT 84070
Phone (801) 568-7252

Sandy is a great place to promote a business! This office wishes to offer assistance with the license and permit application process and has designed this set of procedures to help you with some of the processes involved in filing for a permit for an event at the South Towne Exposition Center.

1. Businesses that anticipate selling a tangible product or rent real property and goods at this event must apply for a Temporary Utah State Sales Tax Number. You may obtain that number from the Utah State Tax Commission/Special Events Section, at 210 North 1950 West, Salt Lake City, or by calling (801) 297-6303. A Temporary Sales Tax Number must be provided at the time of application. The Promoter or Primary Exhibitor should notify each participating vendor also involved with sales of a tangible good or rental or real property, to contact the Utah State Tax Commission.
2. Processing an application takes a minimum of ten working days for processing. Therefore, please submit this application with enough time prior to your event to allow processing.
3. Fees for all licenses and permits are established by resolution of City Council and must be paid at the time this application is submitted. Fees are as follows:

Regulatory Fee (per event)	\$175.00
Disproportionate Fee (per event)	\$50.00 per 1,000 attendees

4. The license and permit application is subject to approval of the Sandy City Police Department, Sandy City Fire Department, Sandy City Building and Safety Department and if applicable, the Salt Lake County Health Department.

If you have any questions or need assistance in completing this application, please contact the Business License Office at (801) 568-7252 and we will be pleased to be of assistance.



**SANDY CITY
SOUTH TOWNE EXPOSITION CENTER
LICENSE AND PERMIT APPLICATION**

Received

Account #

Event Title & Promoting Entity Name:		Local Phone #:	
Mailing Address:		City & State:	Zip Code:
Event Start Date:	Event End Date:	Temp. Sales Tax No. for Promoter (if applicable):	State/Federal Permits:
Fully Describe the Nature of the Event:			
Business Hours for the Event:	Indoor or Outdoor		Conditional Use Required?:
FULL NAME OF APPLICANT(S) / PROMOTER		DATE(S) OF BIRTH	
1.		1.	
2.		2.	
HOME OFFICE CONTACT, STREET ADDRESS, PHONE		MISC.	
1.		1.	
2.		2.	

This application is subject to approval from the Sandy City Police Department (a background check may be performed on some specific types of businesses). Applications may also require approval of the Sandy City Fire Department, Sandy City Building and Safety Department, Sandy City Zoning Department and the Salt Lake County Health Department. All inspections are covered within the cost of the license fees.

*If a license is not obtained prior to the commencement of the event,
you may be subject to a double license fee penalty!*

Regulatory Fee	\$175.00
Number of Expected Attendees: _____	
Disproportionate Fee: \$50.00 per 1,000 Attendees	
Penalty	
TOTAL	

"I hereby confirm that the information submitted herein is a correct and true reflection of the applicant(s) and the nature of the business and the number of participants. I agree to conduct business strictly in accordance with the provisions of the ordinances, laws and statutes governing the operation of said business. I understand that this application may be subject to audit for accounting purposes."

Signature of Applicant

Date

Police Dept.		Bldg. Insp.		Fire Insp.	
--------------	--	-------------	--	------------	--

ADDENDUM/QUESTIONNAIRE TO ACCOMPANY APPLICATION

1. Is the Applicant/Promoter registering this event for charitable fund-raising purposes? Y / N
To qualify for waiver of certain fees, documentation designating formal registration of nonprofit status must be attached. If yes, please indicate the charity to be benefitted: _____.
Indicate percentage to proposed charity _____% and to administration _____%.
2. Please provide a list of participating exhibitors, including their home office address, phone numbers and contact person. Please indicate those conducting sales at this event.
3. Please indicate the total anticipated number of attendees as disclosed to the South Towne Exposition Center: _____.
4. If you have hosted events in the past in the Salt Lake Valley area, please list the three most recent events indicating the month/year of the event, the actual number of attendees, and the licensing jurisdiction:
(a) _____
(b) _____
(c) _____
5. Please indicate the square footage leased for your event at the Expo Center: _____.
6. Will you or the participating exhibitors be displaying any of the following:
(a) Automobiles? Y / N If yes, approximately how many: _____
(b) Recreation Vehicles? Y / N If yes, approximately how many: _____
(c) Manufactured Homes? Y / N If yes, approximately how many: _____
(d) Boats or Houseboats? Y / N If yes, approximately how many: _____
(e) Other motorized or outdoor equipment? Y / N
If yes, please provide examples and list approximate numbers: _____
7. (a) Will you or a participating exhibitor be utilizing the parking lot for any or all portions of this event? Y / N. If yes, please provide a site plan indicating where in the parking lot the event will take place and how many parking stalls will be affected.

(b) Will a tent be erected? Y / N. If yes, indicate the approximate square footage: _____
8. Are you advertising your event in any form of mass media? Y / N
If yes, please describe: _____

9. Will the public be able to enter free of charge, purchase tickets or register at the door for entry to the event? Y / N
10. If this is a 'Trade Show' or a 'Closed Event', those pre-invited must be from a well defined and limited trade or profession. Please define the trade or profession and what manner your event is considered a 'Closed Event'. Please describe on the back of this paper or attach additional documentation.